



**YOUTH SERVICES
OFFICE OF JUVENILE JUSTICE**

ACKNOWLEDGMENT OF DUTIES OF MANDATORY REPORTER

I have reviewed the definitions and information regarding mandatory reporting requirements.

I acknowledge and understand that I am a mandatory reporter. As a mandatory reporter, I have an obligation to report suspected abuse or neglect that endangers the physical or mental health or welfare of a youth under the age of 18 or under to the Louisiana Department of Children and Family Services (DCFS) toll-free number 1-855-4LA-KIDS (1-855-452-5437), which is manned 24 hours a day, seven days a week.

I also acknowledge and understand that I must report knowledge of abuse or neglect to my supervisor. A copy of any written report I prepare regarding suspected abuse or neglect shall also be submitted to the Unit Head, appropriate Regional Director, and to Central Office Investigative Services.

YS Employee's Signature

Date of Signature

YS Employee's Name / Title (Printed)

c: Employee's Personnel File